



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
MNH

UPLB BAC SECRETARIAT
 BY: AS DATE: 02-20-25
FEB 24 2025^{0am}
UPLB-RQ-02-098-25-RES
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: January 10, 2025
 Fund Code: N8-424-00
 MOP: SHOPPING
 Contact No: 9279595080
 Contact Person: Maria Niña Rica T. Cantalejo/
 mtcantalejo1@up.edu.ph

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

104 2025-01-01792

Note:

- Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not
- Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
- Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature.
- Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
- Quotations exceeding the Approved Budget for Contract shall be rejected.
- Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
- Others: _____

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Fineline pigment ink pen	Pcs/box: 12, Tip size: 0.1 mm, Waterproof and fade resistant	box	5	1,200.00	6,000.00				
2	Fineline pigment ink pen	Pcs/box: 12, Tip size: 0.2 mm, Waterproof and fade resistant	box	5	1,200.00	6,000.00				
3	Fineline pigment ink pen	Pcs/box: 12, Tip size: 0.3 mm, Waterproof and fade resistant	box	5	1,200.00	6,000.00				
4	Permanent marker	Black, Fine-point, Smudge proof Pcs/box: 12	box	5	1,500.00	7,500.00				
5	Wooden pencil	W/ black lead, Pcs/box: 12	box	10	200.00	2,000.00				
7	"Sign here" stick on	Sheets/pack: 100	pack	15	100.00	1,500.00				
8	A4 bond paper	80 gsm, 500 sheets	ream	50	300.00	15,000.00				
9	Letter bond paper	80 gsm, 500 sheets	ream	10	320.00	3,200.00				
10	Legal bond paper	80 gsm, 500 sheets	ream	10	280.00	2,800.00				
11	Sticker paper	Size: A4, Matte finish, Sheets/pack: 100	pack	10	330.00	3,300.00				
12	Laminating film	Size: A4, 250 micron, Sheets/pack: 100	pack	5	1,500.00	7,500.00				
13	Paper clip	Size: 29 mm, Pcs/pack: 100	pack	10	100.00	1,000.00				
14	Binder clip	Size: 25 mm, Pcs/box: 12	box	17	60.00	1,020.00				
15	Expanding envelope	Size: legal Brown	piece	80	50.00	4,000.00				
16	Short brown envelope	Pcs/pack: 40	pack	10	200.00	2,000.00				
17	Long brown envelope	Pcs/pack: 29	pack	10	150.00	1,500.00				
18	Binder clip	Size: 41 mm pcs/box: 12	box	22	150.00	3,300.00				
19	Staple wire	No. 25, Pcs/box: 5000	box	20	100.00	2,000.00				
20	Scissors	Heavy duty, Stainless steel size: 8 inch	piece	9	250.00	2,250.00				
21	Masking tape	Size: 18 mm x 22 m	piece	20	100.00	2,000.00				
22	Paper towel	Interfolded, 1 ply, Pulls/pack: 175	pack	40	120.00	4,800.00				
24	Colored Bond Paper (Yellow)	Size: Legal gsm: 56, 500 sheets	ream	3	350.00	1,050.00				
25	Colored Bond Paper (Green)	Size: Legal gsm: 56, 500 sheets	ream	3	350.00	1,050.00				
26	Colored Bond Paper (Blue)	Size: Legal gsm: 56, 500 sheets	ream	3	350.00	1,050.00				
27	Colored Bond Paper (Pink)	Size: Legal gsm: 56, 500 sheets	ream	3	350.00	1,050.00				
					TOTAL ABC	88,870.00				
					Itemized	TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By: _____

ANDREW P. LICARDO
BAC TWG

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the

MARIA NIÑA RICA T. CAJALEJO
BUYER/ END-USER

TERMS AND CONDITIONS:

1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
2. In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of EXPENDABLE
3. Delivery period within 30 calendar days.
4. Award of contract shall be made to the lowest quotation wch complies with the technical specifications, and other terms and condition stated herein
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. Any interlineations, erasure, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

Requirements for Suppliers (GPPS Resolution No. 21-2017)

REQUIREMENTS	Shopping	Negotiated	Negotiated	Negotiated Procurement- Scientific,	Negotiated
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPs Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)		/		/	
4 PCAB License (for Infrastructure)		/			
5 Income / Business tax returns (except for government agencies as		FOR ABC'S ABOVE	/	/	FOR ABC'S
6 Omnibus Swom Statement		FOR ABC'S ABOVE			FOR ABC'S
7 NFCC for Infrastructure with ABC above Ph500k		FOR ABC'S ABOVE			FOR ABC'S

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: _____

Address: _____

Signature over Printed Name of _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____